

## Voter List Maintenance Activities Montgomery County MD

Voter List for Montgomery County is a living database that reflects dynamic nature of our county.

Activities, such as cancellations, address changes and other updates to voter records are performed to keep the voter registration database current. Every change to a voter record is based on a received document or electronic file, which provides for accuracy and back-tracing.

List maintenance is performed in compliance with NVRA (National Voter Registration Act), HAVA (Help America Vote Act), and COMAR (Code of Maryland Regulations). Sources other than direct voter requests drive this activity. Sources include returned mail, NCOA (National Change of Address) updates, Jury Commission, ERIC, DHMH and AOC Reports. Returned sample ballots and Provisional ballots are the largest drivers of list maintenance activities at the end of an election cycle.

Voter List maintenance is a continuous process, and it entails the following activities:

- ❖ We process daily **new voter registrations and any changes that voters submit** (in electronic or paper form). The majority of these files are transmitted in an electronic format (OLVRs-Online Voter Registrations) and are primarily collected through MVA or the SBE (State Board of Elections) Online Voter Registration system. A number of requests and collection points are presented in the Monthly Statistics.
- ❖ We process daily **vote-by-mail requests** which are also a potential source of change to voter registration. The majority are electronic requests submitted through the SBE online system.
- ❖ Every month we process the **DHMH List** (Department of Health and Mental Hygiene) which provides us with the list of deceased Maryland voters registered in Montgomery County. A relevant letter is generated and sent for all these voters and cancellation takes place after a two-week period.
- ❖ Every month we process the **AOC List** (Administrative Office of the Court) that provides us with the list of criminal convictions that impact the voter status of individual voters. Relevant correspondence is generated, and cancellations are processed within the deadline set by the SBE.
- ❖ Every quarter we process the **Jury Notice List** provided by the SBE which supplies information on county residents who were selected for jury duty and whose voter's record may require updating.
- ❖ Every two months we receive and process the **ERIC files** (Electronic Registration Information Center). These files are products of cooperation among states and provide us with the data on Cross-State and In-State relocation of registered voters, Deceased records (Montgomery County voters who passed away out of the state), duplicate registration in the state, and NCOA (National Change of Address database).
- ❖ We also process **returned mail** (voter notifications, residential confirmation cards, sample ballots, vote-by-mail applications, vote-by-mail ballots) which helps us maintain the Voter List.

The Montgomery County Voters List maintenance efforts are subject to **random audits by the SBE** and **monthly inter-county Critical Audits** designed and managed by the SBE. These audits focus on processed: Additions to Voter List, Cancellations, Changes to Party Affiliation, AOC files, DHMH files, and Vote-By-Mail requests.

**Monthly Statistics** regarding changes to voter registration and Voter List are published at the beginning of every calendar month on our website **777vote.org**.

**Voter Lists** are available upon request for a fee. A request form must be completed, and an oath must be signed by a registered Maryland voter, stating that the voter list would not be used for commercial, or any other purpose not related to electoral process. The request form is available on the BOE website and in the BOE office.